

FRANKLIN COUNTY VENDOR REGISTRATION FORM

In order for your company to be solicited for bids and included in our vendor database, please fill out the registration form in its entirety and return to the Franklin County Purchasing Department.

INSTRUCTIONS: Please complete this form by filling out your company information on this page. On the following pages, place a mark next to the NIGP general commodity/service area that your company provides. Return by mail or fax to the Purchasing Department and upon receipt of this completed form, we will update our vendor database with the current information.

COMPANY INFORMATION

(Please Type or Print)

Company (Legal) Name:	Date:	Business Located in Franklin County: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Company Address: City/State/Zip	<input type="checkbox"/> If Applicable, DBA
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Bid Mailing Address:
(If different than above)

Federal I.D. #:	Website Information:
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Type of Operation (Check all that apply):

<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Retail Dealer	<input type="checkbox"/> Distributor
<input type="checkbox"/> Agent/Broker		

Type of Organization: See Next Page for Details

<input type="checkbox"/> Small and Emerging Business (SEB)	<input type="checkbox"/> Disadvantaged Business Enterprise (DBE)
<input type="checkbox"/> Women Business Enterprise (WBE)	<input type="checkbox"/> Minority Business Enterprise (MBE)

Contact Name/Title:	Contact Name/Title:
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Contact Address:	Contact Address:
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Phone: ()	Fax: ()	Phone: ()	Fax: ()
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For bid information call (614)462-6624 or visit our website at
<http://www.co.franklin.oh.us/bidops/>

Vendors submitting this registration form may indicate one or more of the following types of businesses when registering with Franklin County. Designation of the groups below is a "self-certifying" process. Franklin County may request verification of self-certification prior to or after the award of any contract. A signed affidavit attesting that the business meets the definition of a Small and Emerging Business (SEB) shall be used to verify that the information is consistent with the self-certifying process. This vendor registration form will be used to register vendors seeking the opportunity to competitively bid on goods, services, or construction. The registration process ensures businesses are solicited during the competitive bid process. In addition, it assists the Franklin County Purchasing Department in establishing a potential bidders list that includes Small and Emerging Businesses.

Small and Emerging Business (SEB) - A small and emerging business is defined as a business concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts, and qualified as a small business under the criteria and size standards in 13 CFR Part 121 (<http://www.sba.gov/size>). Such a concern is “not dominant in its field of operation” when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity. Emerging business, for the purpose of this program, shall be defined as those businesses that are not greater than 50% of the Small Business Administration criteria for a small business. *Such businesses shall be headquartered or have significant presence in Franklin County.*

Woman Owned Business Enterprise (WBE) - Women-owned business concern, as used in this definition, means a small business concern (1) which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and (2) whose management and daily business operations are controlled by one or more women. The County may request verification of self-certification by requiring a vendor to show evidence of WBE certification from the State of Ohio, City of Columbus, or any other political subdivision deemed acceptable to the County.

Minority Owned Business Enterprise (MBE) – Minority business concern, as used in this definition, means a small business concern (1) which is at least 51 percent owned by one or more minorities or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more minorities; and (2) whose management and daily business operations are controlled by one or more minorities. The County may request verification of self-certification by requiring a vendor to show evidence of MBE certification from the State of Ohio, City of Columbus, or any other political subdivision deemed acceptable to the County.

Disadvantaged Business Enterprise (DBE) – Disadvantaged business concern, as used in this definition, means a small business concern that has received certification as a disadvantaged business concern consistent with 13 CFR part 124, subpart B; and (1) no material change in disadvantaged ownership and control has occurred since its certification; and (2) where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and (3) it is listed, on the date of its representation, on the register of small disadvantaged business concerns maintained by the Small Business Administration.